

The procedures below are effective beginning with the class of 2019.

GRADE REPORTS - ELEMENTARY

Kindergarten progress in reading, writing, math and social skills will be marked + (achieved) or – (not achieved at this time). Kindergarten progress will be reported four times per year.

Students in grades one through five receive progress reports at the end of each nine weeks period.

In grades one and two, student progress in reading/ELA, writing and math are reported by marking + (proficient), √ (basic) or – (limited).

In grades three through five, letter grades of A, B, C, D, or F will be assigned in all core subject areas.

Progress in art, music and physical education in grades K-5 will be reported by marking each subheading with O, S, N, or U.

A sheet containing Teacher Comments and Parent Response will accompany each report in grades K-5.

Plus and/or minus signs may be used on the grade cards. All grades and notations are explained in this procedure, pages 6 through 8.

Students working above or below grade level in any subject are graded at their instructional level in that subject. If the notation of "X" is included beside a particular grade, the teacher has modified the student's school work. Modifications will be defined on the report card.

Teachers will make written or electronic interim reports to parents and will be encouraged to contact and/or conference with parents when students' achievement moves downward within the course of a grading period of more than one letter or a failing grade, when effort and/or attitude changes, and whenever unusual accomplishment is made. A copy of a written report or an oral report that gives date and summary shall be documented by the teacher.

The final report card of the school year will be filed in the student's cumulative file.

GRADE REPORTS - SECONDARY 6-12

Letter grades of A, B, C, D, F, S, U, I, WP, or WDF are granted in courses as indicated in course description guides. These grades are explained in this procedure, pages 6-8.

Grade reports will be issued to the students once each nine weeks in grades 6-8 and in grades 9-12 following the close of the grading period. The grade report card will include grades for all of the student's courses as well as daily attendance during the grading period.

A. Honor Roll Requirement:

The requirements for honor rolls are:

1. Middle School - Grades 6 thru 8 - The middle school honor rolls will be based on a GPA system.
2. Distinguished Honor Roll - 3.5 to 4.0 grade point average (with no grade below a "C")

3. Merit Honor Roll - 3.0 to 3.49 with no grade below "C".

High School - Grades 9 thru 12 - the following standards will be used in determining the Findlay High School honor rolls.

1. Distinguished Honor Roll - 3.75 and above with no grade below "C".
2. Merit Honor Roll – 3.25 - 3.74 with no grade below "C".
3. A/B Honor Roll - Any combination of all "A's" and "B's".

All courses that a student is taking will count in determining honor roll status.

Teachers will make written or electronic interim reports to parents and will be encouraged to contact and/or conference with parents when students' achievement moves downward within the course of a grading period of more than one letter or a failing grade, when effort and/or attitude changes, and whenever unusual accomplishment is made. A copy of a written report or an oral report that gives date and summary shall be documented by the teacher.

In determining course averages and in differentiating between credit and no credit, the following regulations will be observed:

At the middle school level, an average grade will be determined at the termination of all courses, both one-semester and two-semester. Three quality points are necessary to pass a yearlong course. Two F's in the last two grading periods of a course will constitute failure for the course.

At the senior high level, an average grade will be determined at the completion of each semester, both one-semester and two-semester courses. Two F's in any two grading periods (including exam) result in an F for the semester.

Millstream Students Only: To receive credit in a year course with two examinations, students are required to have four passing grades (of the four periodic grades and two examinations).

To receive credit in any subject a student must complete the course requirements by the end of the semester (unless there is an incomplete issued due to medical reasons). Failure to do so may be indicated by the Incomplete (See definition of I on page 8) which may turn into an F for the assignment/s and may affect the final nine weeks/semester (FHS) or yearlong grade (Millstream) In cases of extended illness or other extenuating circumstances, a student may be allowed extra time to complete course requirements or modification of course requirements with the approval of the teacher and appropriate principal.

At the senior high level (9-12), credit will be awarded each semester in which a student receives a passing grade, with the exception of Millstream programs, which grant year-long rather than semester credit. Students must obtain a minimum of two (2) passing grades from the two grading periods and semester exam, each semester, in order to earn credit. Students may withdraw from a course within the first 10 days of each semester, without penalty. Dropping a course after the first 10 days will result in a WDF. Failure to follow the proper schedule change procedures will result in a WDF for the course and loss of credit. A request to audit a course must be made no later than five (5) school days after first quarter interims are posted. Once the student, parent and teacher recognize that the level of difficulty is such that the student is not successful or appropriately challenged, a level change may occur. Students transferring from an honors

course to a college prep course must make the request no later than 5 school days after grade cards are distributed at the end of the first quarter.

High School students may audit classes with the permission of the teacher and appropriate principal. Admission will be on a space-available basis, and credit-earning student will be accommodated first. Any student auditing a class must attend as if regularly scheduled, do all the work assigned, and take exams; the student's transcript will note that the course was audited; however no credit will be earned. Audit and Satisfactory/Unsatisfactory grades are not calculated in a student's grade point average

High School records and transcripts will be annotated to explain types of levels in which grades are recorded.

**TABLE FOR DETERMINING FINAL COURSE AVERAGES
FOR MIDDLE SCHOOLS**

Computation is based on the total points of all grades for the nine week grading periods using the following scale:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

<u>Total Points</u>	<u>Final Grade</u>
14-16	A
10-13	B
6-9	C
3-5	D
0-2	F

For semester courses, multiply each grade times 2; then calculate average using the above scale.

TABLE FOR DETERMINING SEMESTER AVERAGES HIGH SCHOOL AND MILLSTREAM

Semester Grade (with Exam)

To arrive at a final grade, multiply each of the nine-week grade values by 3 and the exam grade value by 2 and use the following table. If a student falls in a category where a choice of grades exists, the teacher must be able to justify giving the student the lower grade. If students have 2 F's (including examination), they fail the semester.

<u>Points</u>	<u>Letter Grade</u>
32-29	A
28	A/B
27-21	B
20	B/C
19-13	C
12	C/D
11-5	D
4	D/F
3-0	F

Semester Grade (without an Exam)

To arrive at a final grade, use the following table:

If a student falls in a category where a choice of grades exists, the teacher must be able to justify giving the student the lower grade.

<u>Points</u>	<u>Letter Grade</u>
8	A
7	A/B
6	B
5	B/C
4	C
3	C/D
2	D
1	D/F
0	F

Year-Long Grade (with 2 Exams) (Millstream only) (MS courses for HS credit)

To arrive at a final grade, multiply each of the nine-week grade values by 3 and each of the exam grade values by 2 and using the table below. To receive credit in a year course with two examinations, students are required to have four passing grades (of the four periodic grades and two examinations).

<u>Points</u>	<u>Letter Grade</u>
64-57	A
56	A/B
55-41	B
40	B/C
39-25	C
24	C/D
23-9	D
8	D/F
7-0	F

Year-Long Grade (with 1 Exam) (Millstream only)

To arrive at a final grade, multiply each of the nine-week grade values by 3 and the exam grade by 2 and using the table below. If a student falls in a category where a choice of grades exists, the teacher must be able to justify giving the student the lower grade. To receive credit in year course with one examination, students are required to have four passing grades (of the four periodic grades and one examination).

<u>Points</u>	<u>Letter Grade</u>
56-50	A
49	A/B
48-36	B
35	B/C
34-22	C
21	C/D
20-8	D
7	D/F
6-0	F

Grading Criteria

1. There should be sufficient grades each nine week period to determine an accurate evaluation of the student's progress.
2. The determination of achievement grades is a responsibility of teachers which requires the exercise of the highest degree of professional skill.
3. A grade may be changed only by the teacher who originally assigned the grade.
4. Evaluation of student work involves the weighing of oral and written achievement and recognition of the student's ability, as well as consideration of intangible qualities, none of which can be measured with absolute precision and exactness.
5. Although there will be some slight variation among teachers in the interpretations of the criteria given below, they are established as the standard for achievement grades.

Criteria Applicable Grades K-5

Achievement Grades

1. Grade O: Given to a student whose work is exemplary, who follows directions, exhibits creativity, is prompt in fulfilling tasks, and who masters skills/concepts.
2. Grade S: Given to a student who is consistent in following directions and in completing work on time. This student has an average grasp of skills/concepts.
3. Grade N: Given to a student who has not acquired skills/concepts and/or is inconsistent in work habits.
4. Grade U: Given to a student whose work is unsatisfactory and who exhibits little effort.

Criteria Applicable Grades 3-12:

1. Grade A: Given to a student who exhibits most of these characteristics:
Demonstrates mastery of 92% or more of the skills and concepts taught.
2. Grade B: Given to a student who exhibits most of these characteristics:
Demonstrates mastery of 82% to 91% of the skills and concepts taught.
3. Grade C: Given to a student who exhibits most of these characteristics:
Demonstrates mastery of 72% to 81% of the skills and concepts taught.
4. Grade D: Given to a student who exhibits most of these characteristics:
Demonstrates mastery of 62% to 71% of the skills and concepts taught.
5. Grade F: Given to a student who exhibits most of these characteristics:
Demonstrates mastery of less than 62% of the skills and concepts taught.

Criteria Applicable Grades 6-12 Only

1. Grade S: Given to a student who demonstrates mastery of 62% or more of the assigned work. Grades S and U may be given when prior permission of principal, teacher, and guidance counselor has been obtained. This grade is not averaged into a student's final GPA.
2. Grade U: Given to a student who demonstrates mastery of less than 62% of the assigned work. Grades S and U may be given when prior permission of principal, teacher and guidance counselor has been obtained. This grade is not averaged into a student's final GPA.
3. Grade I: Given to a student who fails to complete course requirements by the end of the grading period but who has been granted a 10-school day extension by the teacher. The dates may be extended with the approval of the principal. The teacher must inform the student of the extended due date. If work is not completed by that due date, the assignment/s becomes an F and may affect the final nine weeks/semester/or yearly grade.
4. Grade WDF: Given to a student who withdraws from a course after the first 10 days the course has been in session. Failure to follow the proper schedule change procedures will result in a failing grade for the course and loss of credit. The final decision regarding whether the student receives a WDF will be made by the principal. This grade is averaged into a student's final GPA.
5. AU: Given to a student who successfully audits a course, in accordance to Board Policy Auditing procedures. This grade is not averaged into a student's final GPA.

<u>Points</u>	<u>Grade</u>	<u>Basic, C.P. & Millstream</u>	<u>Honors</u>	<u>A.P.</u>
4	A	92.0	90.0	86.0
3	B	82.0	80.0	80.0
2	C	72.0	70.0	70.0
1	D	62.0	60.0	60.0
0	F	61-0	59-0	59-0

GPA Formula / Determining Class Rank Grades 9-12

The following formula for calculating a student's Grade Point Average (GPA) will be used along with several other criteria to determine class rank, including Valedictorian and Salutatorian honors:

1. Calculate the GPA at the conclusion of each semester based upon a 4 point system and .5 credits earned:
 - A = 2 points
 - B = 1.5 points
 - C = 1 point
 - D = .5 point
 - F = 0 points
 - Adjust the above points for .25 credit courses; Millstream courses are calculated as full one-credit courses.
 - Divide total points earned by total credits attempted to determine a student's GPA.
2. Semester Credit: Each grading period is 37.5% of the final grade; the exam is 25% of the final grade.

3. The Cumulative GPA is updated two times each school year.
4. All credits attempted will be used to calculate the student's GPA and class rank.
5. Class rank, including Valedictorian and Salutatorian honors, is determined using several factors as listed below:
 - To attain the distinction of Valedictorian or Salutatorian the student must have attended Findlay High School not less than two years.
 - The student with the highest GPA who has successfully completed a minimum of 28 credits, which must include a minimum of five Advanced Placement (AP) courses, or five College Credit Plus (CCP) courses, or any combination of both AP and CCP courses totaling at least five credits, and attains the highest composite/superscored composite on the ACT, as of the February test results in the year of graduation, will be recognized as the Valedictorian.
 - The student with the highest GPA who has successfully completed a minimum of 28 credits, which must include a minimum of five Advanced Placement (AP) courses, or five College Credit Plus (CCP) courses, or any combination of both AP and CCP courses totaling at least five credits, and attains the second highest composite/superscored composite on the ACT, as of the February test results in the year of graduation, will be recognized as the Salutatorian.
 - If two or more students are tied on the above criteria for Valedictorian honors, the tie breaker will be the highest composite score on the SAT (sum of both EBRW and Math) as of the March test results in the year of graduation, with the second highest score on the SAT taking the Salutatorian honors. If a tie remains after both ACT and SAT scores are compared, the result will be multiple students recognized as Valedictorians and no Salutatorian will be recognized that year.
 - In the event two or more students are tied on the above criteria for Salutatorian honors, the tie breaker will be the highest composite score on the SAT (sum of both EBRW and Math), as of the March test results in the year of graduation. If a tie remains on both the ACT and the SAT composite, multiple Salutatorian's will be recognized.
 - Outside of the Valedictorian and Salutatorian, students who attain a 4.0 cumulative GPA will be further ranked by ACT composite/superscored composite, as of the February test results in the year of graduation. Where two or more are tied on ACT, they will hold the same ranking and the next rank will be appropriated accordingly (see example below). Where no ACT test scores are available, they shall fall to the lowest available ranking within the 4.0 designation. Where cumulative grade point averages are below 4.0, no ACT scores are used to rank further.
 - In order to ensure that proper data exists to be most representative of the class, rank will be calculated at the end of students' sixth semester.
 - Middle school classes taken for high school credit will be included in the calculation of a student's GPA.
 - All students attaining a 4.0 GPA will be honored at an awards program for seniors.
 - Early graduates are not eligible for ranking.
 - During registration of ACT and SAT, students are responsible for selecting Findlay High School as the school to receive scores. Results not sent directly to FHS cannot be included in the calculation of rank.

Example: (other criteria for Val/Sal in example below presupposes other requirements are met, i.e. AP/CCP, 28 credits, etc)

Val – 4.0 - 35 (1410)	4.0 – 23 - 9 th	3.97674 – 17 th
Sal – 4.0 - 35 (1370)	4.0 – 23 - 9 th	3.97368 – 18 th
4.0 – 34 - 3 rd	4.0 – 23 - 9 th	3.97368 – 18 th
4.0 – 33 - 4 th	4.0 – 20 - 12 th	3.89248 – 20 th
4.0 – 33 - 4 th	4.0 – 18 - 13 th	
4.0 – 29 - 6 th	4.0 – 16 - 14 th	
4.0 – 27 - 7 th	4.0 – (no ACT score) - 15 th	
4.0 – 24 - 8 th	4.0 – (no ACT score) - 15 th	

- Adopted 1/27/97
- Revised 5/28/02
- Reviewed 5/9/05
- Revised 4/22/2010
- Revised 7/21/2011
- Revised 9/17/2012
- Revised 3/5/2015
- Revised 4/23/2015
- Revised 6/22/2015
- Revised 1/25/2016
- Revised 11/22/2017
- Revised 4/27/2018
- Revised 7/12/2018
- Revised 8/8/2018
- Revised 8/29/2018
- Revised 10/11/2018
- Revised 11/1/2018
- Revised 4/29/2020